

Workforce Investment Act Participant Reporting Handbook

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Workforce Investment Division
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XWID

The Extract Workforce Investment Act Data (XWID) is a program used to extract the individual characteristics of WIA clients to be used in reporting, by the State of California, to the United States Department of Labor (DOL).

Purpose and Frequency

This program is used to create a file that will be transferred to the Workforce Investment Division (WID) in a format that matches what is found in the WID database. The program must be run **monthly**, and automatically creates a participant summary report **quarterly**. This data will reside in a quarterly report table.

Edits and Errors

The program will run edit checks for all fields. If any record fails the required edits, a description of each error will be written to a report for the Local Workforce Investment Area (LWIA) to reference. The report will have the name “*XWID MM/YYYY datetime*” and will be written to Report Input/Output Handler (RIOH).

Options (View or Create)

If there are no errors, LWIA’s will have the option to create the extract or just view it.

Viewing will be helpful to LWIA’s who want to ensure that they are always extracting the cleanest data possible.

If **create** is chosen, then the extract will load the data into Individual Participant Data (IPD) tables that exists on both the local and State sides. There will be an edit to check if all records that exist on the local side exist on the State side, this means that a record that has been deleted from the local side will be deleted from the State side. This will insure that data will match in both tables.

The program can be run as often as needed for viewing, but should only be run monthly for creation of the extract.

Steps for running XWID

XWID	Extract WIA Data
Enter Ending Period (MM/YYYY): !!!!!!!	

- Step 1. Enter mnemonic: XWID
- Step 2. Enter the ending date for the period: month/year
- Step 3. <File> the XWID
- Step 4. If no errors are found, the system will display this prompt: "Create extract file now? (Y/N)". If answer is "Y", then the file will be committed to the LWIA database and file will be named XWID_SDA_YYYYMM_99.xtr. If file for this period exists, system will prompt: "Extract file already exists for this period. Continue anyway (Y/N)?". If "Y" then file will be given a revision number starting with 01. If "N" is chosen, no extract file will be created, but a detail report will exist for viewing in RIOH. Here is an example of the RIOH report with no errors.

```
User: sdaguest           XWID EXTRACTION REPORT    04/2001
Date: 05/01/2001   Time: 08:51:03

*****

*****

                                XWID TOTALS

Finished Time: 08:52:15
Add or Update record counts:
APPS      = 170
CASES     = 170
ACTIVITY  = 432
POST EXIT = 4
FOLLOW UP = 64
```

Step 5. If errors do exist, then the RIOH window will pop up so you can either display or print the error report.

Report I/O Handler			
Report Description _____	Status _____	Catalog Date/Time ____	
View	Print	printOpts	Copy Delete Export Zmodem Keep 0 Days

Errors and Their Definitions

For reference purposes, here is a list of possible errors found in the RIOH report and their definitions. They are listed in alphabetical order for ease of use. The same error message can be displayed for more than one reason, be sure to check for all possible scenarios when investigating an issue. All error messages will display the appropriate application number, case number and SSN to help in troubleshooting.

<i>Error Message</i>	<i>Definition of Error</i>
<i>Activities without completion codes exist with exit codes for app num</i>	An Exit code exists on the EWIT for an individual who has open activities, check EWIE.
<i>Actual hours worked must be > 0, app num</i>	Actual Hours Worked must be greater than 0.
<i>Actual hours worked type required, app num</i>	Actual Hors Worked field on EWIF is required.
<i>Actvy serv code not on file for case num</i>	Value entered in Activity Code field of EWIE does not exist in system tables.
<i>Age incorrect, calculated = (*) for app num</i>	Age on EWIR calculated incorrectly.
<i>Age is required for app num</i>	Age field on EWIR is required.
<i>Age is required to determine eligibility code G, app num</i>	Age field of EWIR is required to determine eligibility code G.
<i>Age is required to determine eligibility code I, app num</i>	Age field of EWIR is required to determine eligibility code I.

<i>Age is required to determine eligibilty code F, app num</i>	Age field of EWIR is required to determine eligibility code F.
<i>Age less than 14 for app num</i>	Age on EWIR calculated to less than 14.
<i>Age must be numeric for app num</i>	Age field on EWIR must be numeric, no alpha characters.
<i>Another case for app num using grnt_cd</i>	There are duplicate cases for this participant using the same Grant Code, check EWIE.
<i>App date is required for app num</i>	Application date is required on EWIR
<i>App num must be numeric</i>	Application number on EWIR must be all numeric, no alpha characters.
<i>App num cannot be blank</i>	Application number on EWIR is blank.
<i>App num cannot be blank for case num</i>	Application number on EWIE cannot be blank.
<i>App num cannot begin with 0</i>	Application number on EWIR begins with a zero.
<i>App num cannot begin with 0, case num</i>	Application number on EWIE cannot begin 0.
<i>App num has no eligibility codes</i>	EWIR has no eligibility codes in the Eligibility code field.
<i>App num must be length 7, case num</i>	Application number on EWIE is not equal to seven digits.
<i>App num must be numeric, case num</i>	Application number on EWIE must be all numeric, no alpha characters.
<i>App num must be of length 7</i>	Application number on EWIR is not equal to seven digits.
<i>App number must be termed before follow up, app num</i>	Application must be exited before a EWIF can be opened.
<i>App_date cannot be > today for app num</i>	Application date cannot be greater than today on EWIR.
<i>Assesd not in the d_assesd table for app num</i>	Code entered in Assessed field on EWIR does not exist in system table.
<i>Bad job code type for app num</i>	A valid Job Code Type has not been selected in ESYS (contact MIS administrator).

<i>Bad job code type for app num</i>	A valid Job Code Type has not been selected in ESYS (contact MIS administrator).
<i>Bad job code type for case num</i>	A valid Job Code Type has not been selected in ESYS (contact MIS administrator).
<i>Begin date cannot be NULL for case num</i>	A date must be in the Begin Date field of EWIE if an activity code exists.
<i>Begin date is invalid date for app num</i>	An invalid date has been entered in the Post Exit Services Begin Date field on the EWIT.
<i>Begin date is invalid for case num</i>	An invalid date exists in the Begin Date field of EWIE.
<i>Begin date is required, app num</i>	Post Exit Services Begin Date on the EWIT is required for this participant.
<i>Begin date must be <= today for app num</i>	Post Exit Services Begin Date field on the EWIT must be less than or equal to today.
<i>Begin date must be <= today for case num</i>	The date in the Begin Date field of EWIE must be less than or equal to today.
<i>Begin date must be >= exit_date for app num</i>	Post Exit Services Begin Date field on the EWIT must be greater than or equal to exit date on EWIT.
<i>Beginning date must be >= Enrollment date for case num</i>	The date in the Begin Date field of EWIE must be greater than or equal to the Enrollment Date.
<i>Campaign Veteran exists for non vet, app num</i>	A value exists in the Campaign Veteran field of EWIR for a participant who is not a Veteran.
<i>Campaign Veteran is required, app num</i>	Campaign Veteran field on EWIR is required for this participant.
<i>Cannot have Total ITA amount without dt_ita_estabd for case num</i>	If a value exists in the Date ITA Established field of EWIE, then a value must exist in Total Amount of ITA field on EWIE.
<i>Cannot validate disloc_date without dislocated wrkr for app num</i>	A value must exist in Dislocated worker field of EWIR if a value exists in Dislocation Date field.
<i>Cannot validate dslocn_job_cd without dsloctd_wrkr for app num</i>	A value must exist in Dislocated worker field of EWIR if a value exists in Dislocation Job Code field.

<i>Cannot Validate dslocn_job_cd without job_cd_type for app num</i>	A Job Code Type has not been selected in ESYS (contact MIS administrator).
<i>Cannot validate grant code for case num</i>	Cannot validate if grant code on EWIE is appropriate for this participants eligibility
<i>Cannot validate Highest grade without educ stat for app num</i>	A value must exist in the Education Status field on EWIR, to validate Highest grade Complete.
<i>Cannot validate ita_amt_used, tot_ita_amt is blank for case num</i>	Total Amount of ITA field is blank on the EWIE, preventing validation of ITA Amount Used field.
<i>Cannot validate Math grade without hi grade complete for app num</i>	A valid value must be entered in the Highest Grade Complete field on EWIR.
<i>Cannot validate pell grant amount without pell grnt receipt, app num</i>	A value cannot exist in the Pell Grant Amount field of EWIR if there is no value entered in Pell Grant Recipient field of EWIR.
<i>Cannot validate post exit begin date for app num</i>	Cannot validate information in the Post Exit Services Begin Date field on the EWIT.
<i>Cannot validate preg parent youth, bad age for app num</i>	Cannot validate that participant is Pregnant Parenting Youth due to improper formatting of value in the age field on EWIR.
<i>Cannot validate Runaway, bad age for app num</i>	Cannot validate that participant is a Runaway due to improper formatting of value in the age field on EWIR.
<i>Cannot validate total ITA amount without valid dt_ita_estabd, case num</i>	Cannot validate Total Amount of ITA field on EWIE.
<i>Cannot validate wia_labor for case num, age is invalid</i>	Cannot validate Labor Force Status field on EWIE.
<i>Cannot validate youth need addtl bad age for app num</i>	Cannot validate that participant is a Youth Needing Additional Assistance due to improper formatting of value in the age field on EWIR.
<i>Case num cannot be blank</i>	Case number cannot be blank on EWIE.

<i>Case num cannot begin with 0, case num</i>	Case number on EWIE cannot begin 0.
<i>Case num must be length 7, case num</i>	Case number on EWIE is not equal to seven digits.
<i>Case num must be numeric, case num</i>	Case number on EWIE must be all numeric, no alpha characters.
<i>Citizenship code not on file for app num</i>	Code entered in Citizenship field on EWIR does not exist in system tables.
<i>Citizenship is required to determine eligibility, app num</i>	Citizenship field of EWIR is required.
<i>Citizenship makes ineligible, value must be X, app num</i>	Value entered in Citizenship field of EWIR makes individual ineligible for WIA services.
<i>City is required when address is entered for app num</i>	City field on EWIR is required if address is entered.
<i>Client does not meet low income requirements, app num</i>	Value in Low Income field of EWIR cannot be 1 for this participant.
<i>Client is not eligible for Grant, case num</i>	Client is not eligible to be served by the grant code entered on the EWIE.
<i>Cumulative actvy ita amount > tot_ita_amt for case num</i>	The total amount ITA used by all activities on EWIE is greater than the participants ITA.
<i>Date advanced training cannot be > today for app num</i>	Date entered in Date Entered Advanced Training field on EWIT cannot be greater than today.
<i>Date advanced training is invalid date for app num</i>	Invalid date exists in Date Entered Advanced Training field of EWIT.
<i>Date advanced training is invalid date for app num</i>	An invalid date exists in the Date Entered Advanced Training field on the EWIF.
<i>Date advanced training must be <= today for app num</i>	Date Entered Advanced Training field on the EWIF must be less than or equal to today.
<i>Date attain cannot be NULL when 1 or more exit codes are not NULL, app num</i>	Date Degree or Certificate Attained field on EWIT is required if Degree Attained is = 1 (yes).

<i>Date attain is invalid date for app num</i>	Date Degree or Certificate Attained field on EWIT is an invalid date.
<i>Date attained is invalid date for app num</i>	An invalid date exists in the Date Degree or Certificate Attained field on the EWIF.
<i>Date attained must be <= today for app num</i>	Date Degree or Certificate Attained field on the EWIF must be less than or equal to today.
<i>Date employed is invalid date for app num</i>	Invalid date exists in Date Employed field of EWIT.
<i>Date employed is required, app num</i>	Date Employed field on EWIF is required.
<i>Date employed must >= app_date for app num</i>	Date entered in Date Employed field of EWIT must be greater than or equal to participants application date.
<i>Date employed must be <= today for app num</i>	Date entered in Date Employed field of EWIT must be less than or equal to today.
<i>Date employed must be <= today for app num</i>	Date Employed must be less than or equal to today.
<i>Date employed must be >= all enrollment dates for app num</i>	Date entered in Date Employed field of EWIT must be greater than all enrollment dates for participant.
<i>Date ITA established is invalid date for case num</i>	Invalid date entered in the Date ITA Established field of EWIE.
<i>Date ITA established must be <= today for case num</i>	Date ITA Established on EWIE must be less than or equal to today.
<i>Date of birth cannot be > today for app num</i>	Date of Birth cannot be greater than today on EWIR.
<i>Date of birth is invalid date for app num</i>	Date of Birth is not formatted correctly on EWIR.
<i>Date of Birth is required for app num</i>	Date of birth required on EWIR.
<i>Date post educ cannot be > today for app num</i>	Date entered in Date Entered Postsecondary Education field on EWIT cannot be greater than today.
<i>Date post educ is invalid date for app num</i>	Invalid date exists in Date Entered Postsecondary Education field of EWIT.

<i>Date post education is invalid date for app num</i>	An invalid date exists in the Date Entered Postsecondary Education field on the EWIF.
<i>Date post education must be <= today for app num</i>	Date Entered Postsecondary Education field on the EWIF must be less than or equal to today.
<i>Degree status cannot be NULL when 1 or more exit codes are not NULL, app num</i>	Degree Attained field on EWIT is required if an Exit Code exists on EWIT.
<i>Degree type cannot be NULL when 1 or more exit codes are not NULL, app num</i>	Type of Degree Attained field on EWIT is required if Degree Attained is = 1 (yes).
<i>Degree type is required, app num</i>	Type of Degree Attained is required on EWIF.
<i>Dependents must be < Family number for app num</i>	Value entered in Number of Dependents field on EWIR must be less than value entered Number of Family field.
<i>Dislocated Worker field is required to determine eligibility code D, app num</i>	A value must exist in Dislocated Worker field of EWIR to determine eligibility code of D.
<i>Dislocation date is invalid for app num</i>	The date entered in the Dislocation Date field of EWIR is not valid.
<i>Dislocation date not needed for app num</i>	Dislocation Date field of EWIR not required for this participant.
<i>Dislocation date required for app num</i>	Dislocation Date field of EWIR is required for this participant.
<i>Dslocn_job_cd has embedded spaces for app num</i>	Value entered in Dislocation Job Code field of EWIR not formatted correctly.
<i>Dslocn_job_cd required for app num</i>	Dislocation Job Code field of EWIR required for this participant.
<i>Education status is required for app num</i>	Education Status field on EWIR is required.
<i>Eligibility code D is invalid, not Dislocated Worker, app num</i>	Eligibility code D cannot exist in Eligibility code field of EWIR for this individual.

<i>Eligibility code F is invalid, not a youth, app num</i>	Participant must be a youth for eligibility code F to exist on EWIR.
<i>Eligibility code G is invalid, not a youth, app num</i>	Participant must be a youth for eligibility code G to exist on EWIR.
<i>Eligibility code I is invalid, not a youth, app num</i>	Participant must be a youth for eligibility code I to exist on EWIR.
<i>Eligibility code J is invalid, not a youth, app num</i>	Participant must be a youth for eligibility code J to exist on EWIR.
<i>Eligibility code not found for app num</i>	No eligibility codes found in Eligibility code field of EWIR.
<i>Eligibility codes has duplicates for app num</i>	Duplicate codes exist in eligibility code field of EWIR.
<i>Eligibility codes have embedded spaces for app num</i>	Values in the Eligibility Code field of EWIR not formatted correctly.
<i>Eligibility codes have errors for app num</i>	Eligibility Code field of EWIR has invalid values.
<i>Eligibility code H is invalid, not Eligible Veteran, app num</i>	Participant must be a Veteran for eligibility code H to exist on EWIR.
<i>Eligibility code F, Not eligible Youth (age 14 – 18), app num</i>	Participant does not qualify for services under eligibility code F, check EWIR.
<i>Eligibility code G, not Eligible youth (age 19 – 21), app num</i>	Participant does not qualify for services under eligibility code G, check EWIR.
<i>Eligibility code X cannot be combined with any other eligibility code, app num</i>	If an X exist in the Eligibility Code field of EWIR, no other code can exist.
<i>End date is invalid date for app num</i>	An invalid date has been entered in the Post Exit Services End Date field on the EWIT.
<i>End date is invalid date for case num</i>	An invalid date exists in the Est/End Date field of EWIE
<i>End date is required when wia_cmpltn_cd exists, case num</i>	If a value exists in the Completion Code field of EWIE, then a value must exist in the Est/End Date field of EWIE.

<i>End date must be >= Begin date for app num</i>	Post Exit Services End Date must be greater than or equal to the Exit Date on EWIT.
<i>Ending date must be <= current date for case num</i>	Date entered in the Est/End Date field of EWIE must be less than or equal to today.
<i>Ending date must be >= beginning date for case num</i>	Date entered in the Est/End Date field of EWIE must be greater than or equal to date entered in Begin Date field of EWIE.
<i>Enrollment date is invalid date for case num</i>	Invalid date entered in the Enrollment Date field of EWIE.
<i>Enrollment date must be <= today for case num</i>	Enrollment Date on EWIE must be less than or equal to today.
<i>Enrollment date must be >= app_date for case num</i>	Enrollment Date on EWIE must be greater than or equal to the Application Date on EWIR.
<i>Ethnic field 1 cannot be blank for app num</i>	Ethnic field "1" on EWIR must not be blank.
<i>Ethnic not found in d_ethnic table for app num</i>	Invalid ethnic code entered on EWIR.
<i>Exit code used more than once, app num</i>	Duplicate exit codes in the Exit Code field of EWIT.
<i>Exit date cannot be > today for app num</i>	The Exit Date on EWIT cannot be greater than today.
<i>Exit date is invalid date for app num</i>	The Exit Date field on EWIT contains an invalid date.
<i>Exit date must be >= 07/01/2000 app num</i>	The Exit Date on EWIT must be greater than or equal to 07/01/2000.
<i>Exit date must be >= all enrollment dates for app num</i>	The Exit Date on EWIT must be greater than or equal to the enrollment date of this participant.
<i>Exit date must be >= end_date for case num</i>	Date in the Exit Date field on EWIT must be greater than or equal to the date that exists in the Est/End Date field of the last activity on EWIE.
<i>Exit dt cannot be NULL when 1 or more exit codes are not NULL, app num</i>	If Exit Code field of EWIT contains a value then the Exit Date field of EWIT must contain a value.

<i>Family income is required for app num</i>	Family Income field on EWIR is required.
<i>Family income must be >= 0 for app num</i>	Family Income field on EWIR must contain a value greater than or equal to 0.
<i>Family income must be numeric for app num</i>	Family Income field on EWIR must be numeric, no alpha characters.
<i>Family status code not on file for app num</i>	Value entered in Family Status field of EWIR not valid.
<i>Final post serv dt is invalid date for app num</i>	Invalid date exists in Post Exit Services field of EWIT.
<i>First name is required for app num</i>	First name required on EWIR.
<i>Follow up date is invalid for app num</i>	An invalid date has been entered in the Follow-up Date field of the EWIF.
<i>Follow up date is required for app num</i>	Follow-up Date field is required on EWIF.
<i>Follow up date must be <= today for app num</i>	Follow-up Date must be less than or equal to today.
<i>Food stamps code not on file app num</i>	Value entered in Food Stamps field on EWIR not valid.
<i>Gender cannot be blank for app num</i>	Gender field on EWIR cannot be blank.
<i>Gender must be 1 or 2 for app num</i>	Gender field on EWIR must be 1 or 2.
<i>Goal 1 dt_set cannot be > today, case num, goal_cd</i>	Date Set field for Goal 1 on EWIG cannot be greater than today.
<i>Goal 1,2,3 dt_attain is invalid for case num, goal_cd</i>	Invalid date entered in the Date Attained field of EWIG.
<i>Goal 1,2,3 dt_attain is required for case num, goal_cd</i>	A date is required in the Date Attained field of EWIG.
<i>Goal 1,2,3 dt_attain must be >= Date set, case num, goal_cd</i>	Value in the Date Attained field of EWIG must be greater than the value in the Date Set field.

Goal 1,2,3 dt_set cannot be < 04/01/2000, case num, goal_cd	Date set field on EWIG cannot have a date less than 04/01/2000.
Goal 1,2,3 dt_set is invalid for case num, goal_cd	Invalid date entered in the Date Set field on EWIG.
Goal 1,2,3 dt_set is required for case num, goal_cd	Date Set is missing on EWIG.
Goal 1,2,3 result_cd is required for case num, goal_cd	Result Code field is required on EWIG.
Goal 1,2,3 type is required for case num, goal_cd	Goal type is missing on EWIG.
Goal code 1,2,3 is required for case num, goal_cd	A goal code is missing on the EWIG.
Grant code cannot be blank for case num	Grant code field on EWIE cannot be blank.
Grant code not on file for case num	Grant Code does not exist in system tables.
Health Benefits field is required when date employed is present, app num	A value must exist in the Health Benefits field of EWIT if a value exists in the Date Employed field of EWIT.
High grade > 11 for high school dropout, app num	The value entered in Highest Grade Complete field on EWIR is greater than 11, but participant is a high school drop out.
High grade complete is required, for app num	Highest Grade Complete field on EWIR is required.
High grade complete must be numeric	Highest Grade Complete field on EWIR must be numeric, no alpha characters.
High grade complete must be numeric, for app num	Highest Grade Complete field on EWIR must be numeric, no alpha characters.
High grade inconsistent with math grade for app num	Value entered in Highest Grade Complete field of EWIR not consistent with Math Grade on EWIR.

<i>High grade inconsistent with read grade for app num</i>	Value entered in Highest Grade Complete field of EWIR not consistent with Read Grade on EWIR.
<i>Highest grade complete is required for app num</i>	Highest Grade Complete field on EWIR is required.
<i>Highest grade complete must be < 18, or 88, for app num</i>	Highest Grade Complete field on EWIR must be less than 18, or it must be 88.
<i>Highest grade complete must be numeric for app num</i>	Highest Grade Complete field on EWIR must be numeric, no alpha characters.
<i>Hourly wage is required, app num</i>	Hourly wage on EWIF is required.
<i>Hourly wage must be numeric, app num</i>	Hourly Wage field on EWIT must be numeric, no alpha characters.
<i>Hours per week is required, app num</i>	Hours Per Week is required on EWIF.
<i>Hours per week must be >= 0 and < 169, app num</i>	Hours Per Week on EWIF must be greater than or equal to 0 and less than 169.
<i>Hours per week must be numeric for app num</i>	Hours Per Week field on EWIT must be numeric, no alpha characters.
<i>Hr_wk must be numeric for app num</i>	Hours Per Week on EWIF must be numeric, no alpha characters.
<i>Incomplete mail address, street address missing for app num</i>	Mail address on EWIR not formatted correctly, street address missing.
<i>Incomplete mail address, zip is missing for app num</i>	Mail address on EWIR not formatted correctly, zip code missing.
<i>Incomplete street address for app num</i>	Address on EWIR not formatted correctly.
<i>Interview date is invalid date for app num</i>	An invalid date has been entered in the Interview Date field of the EWIF.
<i>Interview date is required for app num</i>	Interview Date field on EWIF is required.

<i>Interview date must be <= today for app num</i>	Interview Date on EWIF must be less than or equal to today.
<i>Interview date must be >= folup_date for app num</i>	Follow-up Date on EWIF must be greater than or equal to Follow-up Date.
<i>Invalid Activity job_cd for case num</i>	A valid Job Code has not been entered in the Activity Job Code field of EWIE.
<i>Invalid app_date for app num</i>	Application date on EWIR is not formatted correctly.
<i>Invalid dslocn_job_cd for app num</i>	A valid Job Code has not been entered in the Dislocation Job Code field of EWIR.
<i>Invalid Follow up job_cd for app num</i>	An invalid Follow-up job code exists on the EWIF.
<i>Invalid labor force code for app num</i>	The value entered in Labor Force field of EWIR does not exist in system tables.
<i>Invalid labor force code for case num</i>	Value entered in Labor Force Status field on EWIE does not exist in system tables.
<i>Invalid Mail state for app num</i>	Invalid mail state on EWIR.
<i>Invalid math test cd for app num</i>	Value entered in Math Test field of EWIR does not exist in system tables.
<i>Invalid math version math test for app num</i>	Value entered in Math Version field of EWIR does not exist in system tables.
<i>Invalid plcmnt_job_cd for app num</i>	An invalid Job Code has been entered in the Placement Job Code field of EWIT.
<i>Invalid reading test cd for app num</i>	Value entered in Read Test field of EWIR does not exist in system tables.
<i>Invalid reading version read test for app num</i>	Value entered in Read Version field of EWIR does not exist in system tables.
<i>Invalid recent sep vet and vet status combo for app num</i>	The values entered in the Recently Separated Veteran field and Veteran Status field of EWIR are contradictory.
<i>Invalid recent sep vet for app num</i>	The value entered in the Recently Separated Veteran field of EWIR is not valid.
<i>Invalid state for app num</i>	Invalid state on EWIR.
<i>Invalid vet_campgn for app num</i>	The value entered in Campaign Veteran field of EWIR does not exist in system tables.

<i>Invalid vet_dsabl and vet status combo for app num</i>	The values entered in the Disabled Veteran field and Veteran Status field of EWIR are contradictory.
<i>Invalid vet_dsabl for app num</i>	The value entered in the Disabled Veterans field of EWIR is not valid.
<i>Invalid veterans status for app num</i>	The value entered in the Veterans Status field of EWIR is not valid.
<i>Invalid WIA dsloctd wrkr code for app num</i>	The value entered in the Dislocated Worker field of EWIR does not exist in system tables.
<i>Invalid wia_educ_status for app num</i>	The value entered in Education Status field on EWIR does not exist in system tables.
<i>Ita_amt_used < 0.00 for case num</i>	An amount less than 0.00 has been entered in the ITA Amount Used field on the EWIE.
<i>Ita_amt_used > tot_ita_amt for case num</i>	Amount entered in ITA Amount Used field of EWIE is greater than the total amount of the participants ITA.
<i>Ita_amt_used must be numeric</i>	ITA Amount Used field on EWIE must be numeric, no alpha characters.
<i>Job code is required, app num</i>	Job Code field is required on EWIF.
<i>Job Code Type is required for app num</i>	A Job Code Type has not been selected in ESYS (contact MIS administrator).
<i>Job code type must be DOT, OES, ONT or ON3 for app num</i>	A valid Job Code Type has not been selected in ESYS (contact MIS administrator).
<i>Job code type not on file for app num</i>	A valid Job Code has not been entered in the Placement Job Code field on EWIT.
<i>Labor force is required for app num</i>	Labor Force Status field is required on EWIF.
<i>Last name required for app num</i>	Last name required on EWIR.
<i>Low income is required for app num</i>	Low Income field on EWIR is required.
<i>Low Income is required to determine eligibility code B, app num</i>	A value must exist in Low Income field of EWIR to determine eligibility code of B.

<i>Low income requires family income to validate for app num</i>	A value must exist in the Family Income field of EWIR to validate if participant is low income.
<i>Low income requires valid num in family to validate for app num</i>	A value must exist in the Number in Family field of EWIR to validate if participant is low income.
<i>Mail city is required when mail address is entered for app num</i>	Mail city field on EWIR is required if mail address is entered.
<i>Mail state is required when mail address is entered for app num</i>	Mail state field on EWIR is required if mail address is entered.
<i>Mail zip code 4 must be 4 digits for app num</i>	Mail zip code + 4 field on EWIR must be four digits.
<i>Mail Zip code must be 5 digits for app num</i>	Mail zip code field on EWIR must be five digits.
<i>Mail zip code not on file for app num</i>	Mail zip code on EWIR does not exist in system table.
<i>Mail Zip is required when mail address is entered for app num</i>	Mail zip code field is required on EWIR if mail address is entered.
<i>Math grade must be 0 – 13, 87, 88, 89, for app num</i>	Math Grade field on EWIR must be 0 – 13, 87, 88, or 89.
<i>Math grade must be numeric for app num</i>	Math Grade field on EWIR must be numeric, no alpha characters.
<i>Math score must be > 0 for app num</i>	Value entered in Math Score field of EWIR must be greater than 0.
<i>Math score must be numeric for app num</i>	Math Score field on EWIR must be numeric, no alpha characters.
<i>Math test cd required when math score exists for app num</i>	Math Test field on EWIR is required if there is a value entered in the Math Score field.
<i>Math version without math test cd for app num</i>	A value must exist in Math Test field of EWIR when a value exist in the Math Version field.
<i>Msg phone must be 7 or 10 digits for app num</i>	Message phone number field on EWIR must be seven or ten digits.

<i>Must be low income for eligibility code B, app num</i>	Participant must be Low Income for eligibility code B to exist in the Eligibility Code field of EWIR.
<i>Must have a basic primary goal for skill deficient youth, case num</i>	First primary goal set on EWIG must be basic skill related for Basic Skills Deficient youth.
<i>Must have an exit code with an exit date, app num</i>	If Exit Date field of EWIT contains a value then the Exit Code field of EWIT must contain a value.
<i>Must have Determine method when date employed is present, app num</i>	A value must exist in the Determination Method field of EWIT if a value exists in the Date Employed field of EWIT.
<i>Must have either math grade or math score for app num</i>	A value is missing in either Math Grade field or Math Score field of EWIR.
<i>Must have either read grade or read score for app num</i>	A value is missing in either Read Grade field or Read Score field of EWIR.
<i>Must have hourly wage when date employed is present, app num</i>	A value must exist in the Hourly Wage field of EWIT if a value exists in the Date Employed field of EWIT.
<i>Must have hours per week when date employed is present, app num</i>	A value must exist in the Hours Per Week field of EWIT if a value exists in the Date Employed field of EWIT.
<i>Must have placement job code when date employed is present, app num</i>	If a value exists in Date Employed field on EWIT, then a value must exist in the Placement Job Code field of EWIT.
<i>Must have via training related when date employed is present, app num</i>	A value must exist in the Training Related Employment field of EWIT if a value exists in the Date Employed field of EWIT.
<i>Need valid high grade to validate math grade lvl, for app num</i>	A valid value must be entered in the Highest Grade Complete field on EWIR.
<i>Need valid High grade to validate read grade lvl, for app num</i>	A valid value must be entered in the Highest Grade Complete field on EWIR.

<i>No dslocn_job_cd required for app num</i>	Dislocation Job Code field of EWIR not required for this participant.
<i>No wia_exit record found for app num</i>	No WIA Exit record exists for this participant, check EWIT.
<i>Not 5 percent window low income youth (age 14 – 18), app num</i>	Participant does not qualify for services under eligibility code I, check EWIR.
<i>Not 5 percent window low income youth (age 19 – 21), app num</i>	Participant does not qualify for services under eligibility code J, check EWIR.
<i>Not Adult with eligy code A, app num</i>	Eligibility Code field on EWIR contains an “A” for an individual who is not an adult.
<i>Not Adult with eligy code B, app num</i>	Eligibility Code field on EWIR contains an “B” for an individual who is not an adult.
<i>Not recently separated vet, app num</i>	Answer in Recently Separated Veteran field of EWIR cannot be 1 (yes).
<i>Number in family is required for app num</i>	Number in Family field on EWIR is required.
<i>Number in family must be = 1 for family status code, app num</i>	Number in Family field on EWIR must be “1” due to value entered in Family Status field of EWIR.
<i>Number in family must be > 0 for app num</i>	Value entered in the Number in Family field on EWIR must be greater than 0.
<i>Number in family must be >= 2 for family status code, app num</i>	Number in Family field on EWIR must contain a value greater than or equal to two due to value entered in Family Status field of EWIR.
<i>Number in family must be >= 3 for Family status code, app num</i>	Number in Family field on EWIR must contain a value greater than or equal to three due to value entered in Family Status field of EWIR.
<i>Number in family must be numeric for app num</i>	Number in Family field on EWIR must be numeric, no alpha character.
<i>Number of dependents is required for app num</i>	Number of Dependents field on EWIR is required.
<i>Number of dependents must be >= 0 for app num</i>	Value entered in the Number in Family field on EWIR must be greater than or equal to 0.

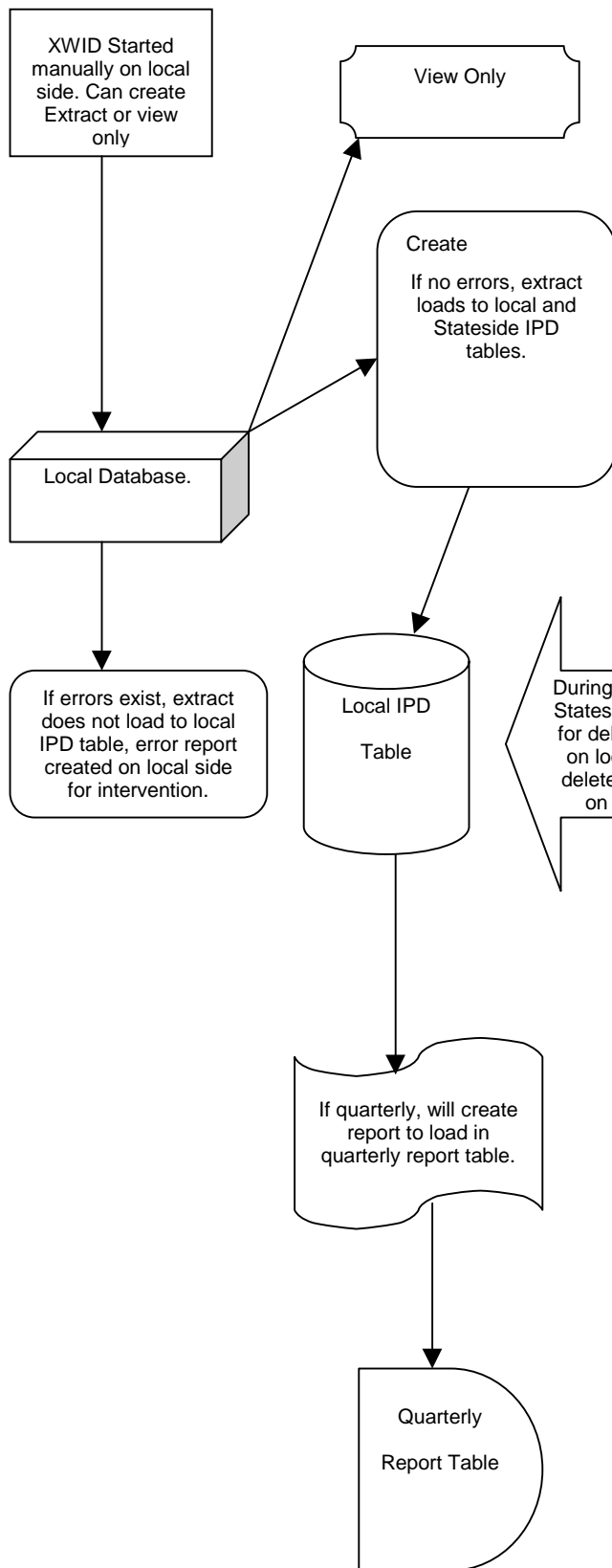
<i>Number of dependents must be numeric for app num</i>	Number of Dependents field on EWIR must be numeric, no alpha character.
<i>Pell grant amount > Pell Grant MAX, app num</i>	Value entered in Pell Grant Amount field of EWIR is greater than MAX allowed.
<i>Pell grant amount must be numeric, app num</i>	Value entered in Pell Grant Amount field of EWIR must be numeric, no alpha characters.
<i>Pell Grant recipient is required for app num</i>	Pell Grant Recipient field of EWIR is required.
<i>Pell grant recipient not found for app num</i>	Pell Grant Recipient field of EWIR is blank.
<i>Pgm code is not numeric for case num</i>	Program Code on EWIE must be Numeric, no alpha characters.
<i>Pgm code is required for case num</i>	Program Code field of EWIE is required.
<i>Phone must be 7 or 10 digits for app num</i>	Phone number field on EWIR must be seven or ten digits.
<i>Preg parent youth invalid, not youth, app num</i>	Value entered in Pregnant Parenting Youth field on EWIR not valid due to participant age.
<i>Preg parent youth is required for app num</i>	Pregnant Parenting Youth field on EWIR is required.
<i>Primary goal first date set must = 4/1/2000, case num</i>	The Date Set of the first primary goal on the EWIG must equal 04/01/2000 for participants converted into WIA.
<i>Primary goal first date set must be the same as case enrollment date, case num</i>	The Date Set of the first primary goal on the EWIG must equal the enrollment date of the participant.
<i>Provider code is not numeric for case num</i>	State Provider Code field on the EWIE must be numeric, no alpha characters.
<i>Provider code is required for case num</i>	A value is required in the State Provider Code field of EWIE.
<i>Read grade must be numeric, for app num</i>	Read Grade field on EWIR must be numeric, no alpha characters.
<i>Read score must be > 0 for app num</i>	Value entered in Read Score field of EWIR must be greater than 0.

<i>Read score must be numeric for app num</i>	Read Score field on EWIR must be numeric, no alpha characters.
<i>Read test cd required when read score exists for app num</i>	Read Test field on EWIR is required if there is a value entered in the Read Score field.
<i>Reading grade must be 0 – 13, 87, 88, 89, for app num</i>	Read Grade field on EWIR must be 0 – 13, 87, 88, or 89.
<i>Reading version without read test cd for app num</i>	A value must exist in Read Test field of EWIR when a value exists in the Read Version field.
<i>Recently separated vet not selected, app num</i>	Recently Separated Veteran field on EWIR is required.
<i>Refer wprs must be 1 or 2 for app num</i>	Value entered in the Referred by WPRS field on EWIR must be 1 or 2.
<i>Refer wprs required for app num</i>	Referred by WPRS field on EWIR is required.
<i>Runaway invalid, not youth, app num</i>	Value entered in Runaway field on EWIR not valid due to participants age.
<i>Runaway is required for app num</i>	Runaway field on EWIR required.
<i>Selective service cannot be 4 for app num</i>	Selective service field on EWIR cannot be four for this participant.
<i>Selective service makes ineligible, value must be X, app num</i>	Value entered in Selective Service field of EWIR makes individual ineligible for WIA services.
<i>Selective service must 1, 2 or 3 for app num</i>	Selective service field on EWIR must be 1, 2 or 3 for this participant.
<i>Selective service must be 1, 2, 3 or 4 for app num</i>	Selective service field on EWIR must be 1, 2, 3 or 4 for this participant.
<i>Selective service must be 4 for app num</i>	Selective service field on EWIR must be “4” for this participant.
<i>Selective service not on file for app num</i>	Code entered in Selective service on EWIR does not exist in system tables.
<i>Selective service should be 4 for app num</i>	Selective service field on EWIR should be “4” for this participant.

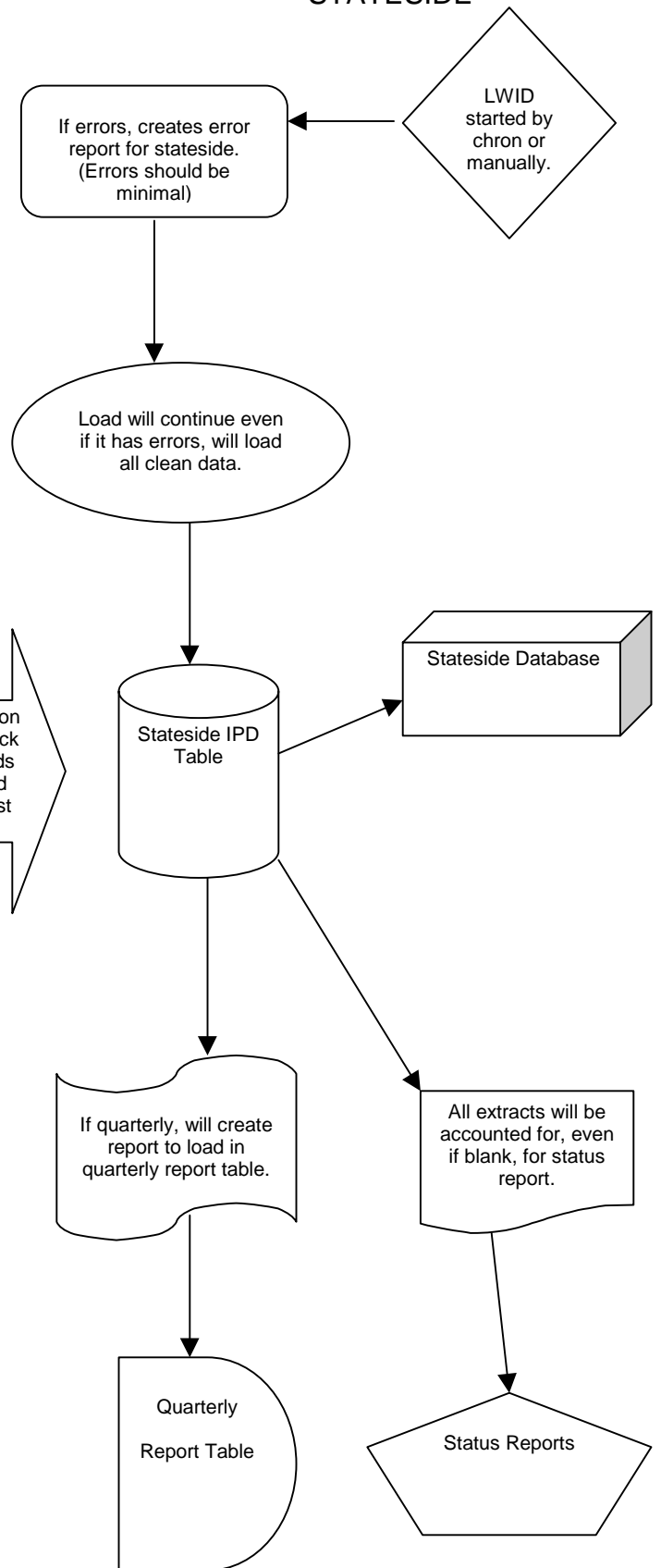
<i>Service code is required, app num</i>	Post Exit Service Code is required on the EWIT for this participant.
<i>SSN cannot be blank</i>	SSN is required on EWIR.
<i>SSN Embedded spaces are not allowed</i>	SSN is not properly formatted on EWIR.
<i>SSN Invalid</i>	SSN on EWIR contains invalid characters.
<i>SSN must have 9 digits</i>	SSN on EWIR is not equal to nine digits.
<i>State is required when address is entered for app num</i>	State field on EWIR is required if address is entered.
<i>Supplemental data emplmt status 1st quarter must be 1, 2 or 3 for app num</i>	1, 2, or 3 must entered in Supplemental Data Verified Employment Status, First Quarter after Exit field of EWIF.
<i>Supplemental data emplmt status 3rd quarter must be 1, 2 or 3 for app num</i>	1, 2, or 3 must entered in Supplemental Data Verified Employment Status, Third Quarter after Exit field of EWIF.
<i>Total ITA amount is required for case num</i>	Total ITA amount field on EWIE is required.
<i>Total ITA Amount must be > 0.00, case num</i>	Total Amount of ITA on EWIE must be greater than 0.
<i>Total ITA amount must be numeric, case num</i>	Total ITA Amount field on EWIE must be numeric, no alpha characters.
<i>Unemployment Insurance code not found for app num</i>	Unemployment Insurance field on EWIR does not contain a valid value.
<i>Vet sep date exists for non vet, app num</i>	A date exists in the Veteran Separation Date field of EWIR for a participant who is not a Veteran.
<i>Vet sep date is invalid, app num</i>	The date entered in Veteran Separation Date field of EWIR is not a valid date.
<i>Vet sep date required for vet, app num</i>	Veteran Separation Date field on EWIR required for participant who is a veteran.
<i>Wia Disable code not found for app num</i>	Disabled field on EWIR does not contain a valid value.
<i>Wia labor required for grant group, case num</i>	Labor Force Status field on EWIE is required for this participant.

<i>WIA non traditional employment required when date employed is present, app num</i>	A value must exist in the Non-Traditional Employment field of EWIT if a value exists in the Date Employed field of EWIT.
<i>Wia_app record not found for case num</i>	The case number does not have a corresponding application number, check EWIR
<i>Youth needs addtl invalid, not youth, app num</i>	Youth Needing Additional Assistance field on EWIR cannot be 1 (yes) because of participants age.
<i>Youth needs addtl is required for app num</i>	Youth Needing Additional Assistance field on EWIR is required.
<i>Zip code 4 must be 4 digits for app num</i>	Zip code + 4 field on EWIR must be four digits.
<i>Zip code must be 5 digits for app num</i>	Zip code field on EWIR must be five digits.
<i>Zip code not on file for app num</i>	Zip code on EWIR does not exist in system table.
<i>Zip is required when address is entered for app num</i>	Zip code field is required on EWIR if address is entered.

LOCAL SIDE



STATESIDE



PWIB

This chapter provides instructions to retrieve, view, and print the Workforce Investment Act Base Wage Report (PWIB) from the Job Training Automation (JTA) System.

Purpose

The State is required to use the Unemployment Insurance Base Wage File (BWF) to determine the employment status of Workforce Investment Act (WIA) exiters. Pursuant to Section 136 of the Workforce Investment Act (WIA) of 1998, the BWF information is used in measuring performance for both the State and local areas. Distribution of the BWF earnings data to the local areas is determined by the confidential information security policy.

To determine the employment status of the Job Training Partnership Act (JTPA) participants who exited from the program during the October 1999 to June 2000 quarters, the State will match their Social Security Numbers against those in the BWF.

For those individuals not found in the BWF in the quarters being measured for performance, the Department of Labor (DOL) allows the use of supplemental information to verify employment. The DOL requirements pertaining to the collection and use of supplemental data are specified in *Training and Employment Guidance Letter* (TEGL) 7-99, dated March 3, 2000.

The PWIB report was created to provide the local areas with a listing of clients that have exited and were not found in the BWF in the quarters being measured for performance. In addition, the PWIB report can produce an informational report of those clients that were found in the base wage file, and the resulting wages.

Process and Frequency

The DOL requires that supplemental employment data must be recorded within 30 days after the individual was found to be missing in the BWF. The following process has been developed in order to meet DOL's time requirements and to create an automated process to collect this information.

1. The local areas must send the XWID to the state by the 20th of each month.

2. Thirty days after the close of the quarter cycle, the WIA clients reported in the XWID will be forwarded by Workforce Investment Division (WID) to the Labor Market Information Division (LMID) for base wage matching. The transmissions that occur for the end of the quarter cycle (March, June, September, and December) will be used for the base wage matching.
3. The LMID base wage match will be completed within 45 days of the close of the quarter. The matched earnings data will be returned to WID and loaded into the state database.
4. By the Friday following receipt of the LMID base wage match, the WID will issue a JTA system release to the local areas in order to load the base wage information into the local area databases.
5. The local areas have thirty days, from the day the base wage information is released to them, to enter and return the supplemental employment verification data to the state through the XWID process.

Several screens have been created to capture the recorded supplemental data:

- The WIA Follow-up Information (EWIF) form / JTA screen should be used to record the supplemental data gathered for WIA clients who have exited the program.
- The Enter JTPA Supplemental Data (EJSD) form / JTA screen should be used to record that supplemental data has been gathered for the JTPA client that exited the program between the period of October 1, 1999, through June 30, 2000. (See Chapter 3)

When the XWID process is run subsequently, the supplemental data will automatically transmit to the State.

Example of Base Wage Process

The following is an example of process for the quarter ending March 31, 2001:

1. The XWID is transmitted to the State on April 20, 2001.
2. Reported individual data are submitted to LMID on the first business day in May (May 1, 2001), for the base wage matching process.
3. The LMID will complete the match and return the data to WID on or before May 15, 2001.
4. Base wage data will be released to the local area JTA systems on Friday, May 21, 2001, via a JTA system release.
5. Supplemental verification data must be entered into the local area JTA system and the most current XWID must be successfully run by June 21, 2001.

In this example, the data will be included in the performance measurement for the August 15, 2001, quarterly DOL report, for the period ending June 30, 2001.

Options (View or Create)

The user will have the option to retrieve several different results from the PWIB:

- A report that includes ***only*** those exiters not found with post-program wages in the required quarters (first and third quarters post exit) from the base wage file.
- A report that includes all exiters found with post-program wages in the base wage file.
- A report that includes a combination of the above two reports (i.e. all exiters regardless of base wage status).
- A report that includes ***only*** non-exiters with pre-program wages in the base wage file.

Two separate reports must be generated to get reports for all non-exiters and exiters.

PWIB Selection Screen

PWIB	Print WIA Base Wage Report
Retrieve Existing Report, Enter (Y)es or (N)o	N
Agency Code	!!!!!!!!!!!!!!!!!!!!
Include Agency Break	N
Report Begin Date	MM/DD/YYYY
Report End Date	MM/DD/YYYY
Non-Exiters Found in Base Wage	N
Exiters Found in Base Wage	N
Exiters Not Found in Required Quarters	N

Line Item Instructions

<i>Retrieve Existing report, Enter (Y)es or (N)o</i>	Enter "Y" for yes to view or print an existing report. Enter "N" for no to create a new report.
<i>Agency Code</i>	<p>Enter the agency code(s) that should be included in this report. The agency code in this report is derived from the agency code on the WIA Application Form (EWIR).</p> <p>Use the <F1> key to display a window of valid agency codes. Conditional operators may be used for a range or group of agencies. (Refer to the JTA System MIS Guide for instructions on using conditional operators).</p>
<i>Include Agency Break</i>	Enter "Y" if the report should consist of a separate page for each agency selected in the prior field. Enter "N" if the report should be a continuous report not broken by agency code.
<i>Report Begin Date</i>	<p>Enter the report beginning date in the MM/DD/YY format.</p> <p>If the "Non-Exiters" type of report is selected, the report beginning date will retrieve all matching records where the client enrollment date is equal to or greater than the entered date and there is no Exit date</p> <p>If the "Exiters" type of report is selected, the report beginning date will retrieve all matching records where the client exit date is equal to or greater than the entered date.</p>
<i>Report End Date</i>	<p>Enter the report ending date in the MM/DD/YY format.</p> <p>If the "Non-Exiters" type of report is selected, the report end date will retrieve all matching records where the client enrollment date is less than or equal to the entered date and there is no Exit date.</p> <p>If the "Exiters" type of report is selected, the report end date will retrieve all matching records where the client exit date is less than or equal to the entered date.</p>

Non-Exiters Found in Base Wage	Select "Y" if the report should contain only those clients that have not exited the WIA program. <i>If a "Y" is entered into this field, the system will not allow for a "Y" in the following two fields.</i>
Exiters Found in Base Wage	Select "Y" if the report should contain only those clients that have exited the WIA program and was found in the base wage file.
Exiters Not Found in Required Quarters	Select "Y" if the report should contain only those clients that have exited the WIA program and was not found in base wage file in both the first or third quarter after exit.

After entering all required fields, press the <F5> or <File> key. If there are no errors, the RIOH (Report Input/Output Handler) window will be displayed so that you can either view or print the PWIB report. (Refer to the *JTA System MIS Guide* for more detailed instructions on using the RIOH).

Report Layout

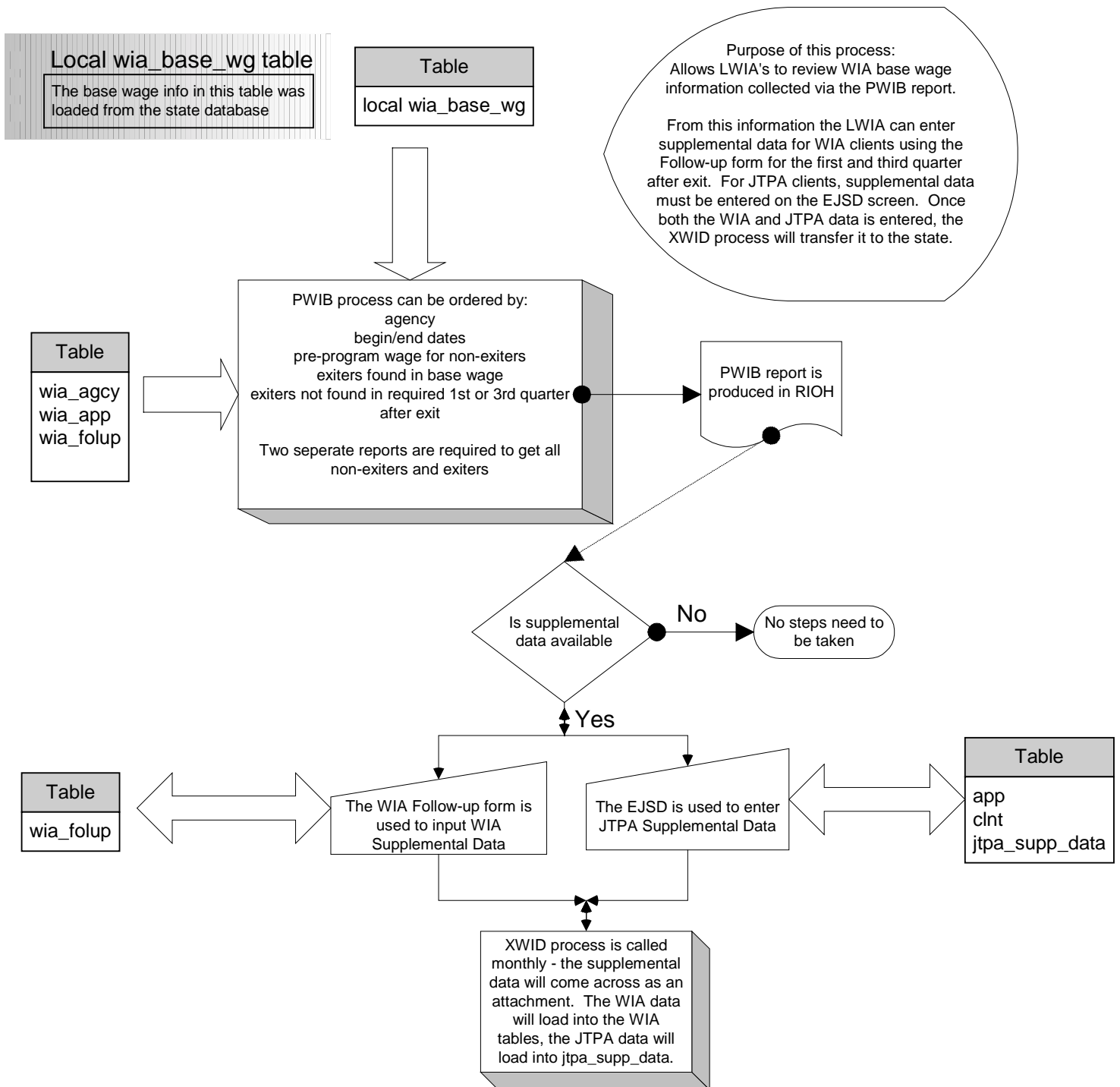
The PWIB report is sorted by application number. When the PWIB report is printed out or viewed, the following heading and columns will appear above the appropriate data:

PWIB	Print WIA Base Wage Report	MM/DD/YYYY
Userid	Report Period: MM/DD/YYYY to MM/DD/YYYY	HH:MM:SS
	Agency Name (If agency break requested)	
App Number	Application Number	
App Type	Application Type A "J" in this column indicates that the client exited prior to 6/30/2000, and was exited during JTPA (Supplemental employment data for this client should be keyed using the EJSD form and screen). A "W" in this column indicates that the client exited during WIA (Supplemental employment data for this client should be keyed using the EWIF form and screen).	
SSN	Social Security Number from the application.	

Enrl/Disl Date	Enrollment date of client. If client is a dislocated worker, the date displayed is their initial dislocation date.
Exit Date	If the client has exited, their exit date will be displayed.
Pre-pgm Quarter 3	Pre-program wages three quarters prior to the enrollment (or dislocation) quarter.
Pre-pgm Quarter 2	Pre-program wages two quarters prior to the enrollment (or dislocation) quarter.
Pre-pgm Quarter 1	Pre-program wages one quarter prior to the enrollment (or dislocation) quarter.
Post-pgm Quarter 1	Post-program wages for the quarter after the exit quarter. A "NOT FOUND" will be displayed if supplemental employment data is required for this client in this quarter.
Post-pgm Quarter 2	Post-program wages for the second quarter after the exit quarter.
Post-pgm Quarter 3	Post-program wages for the third quarter after the exit quarter. A "NOT FOUND" will be displayed if supplemental employment data is required for this client in this quarter.
Post-pgm Quarter 4	Post-program wages for the fourth quarter after the exit quarter.
Post-pgm Quarter 5	Post-program wages for the fifth quarter after the exit quarter.
Supp 1	<p>A blank in this column indicates that supplemental employment data has not been entered for this client for the first quarter after exit.</p> <p>A value of "1" (Employed) or "2" (Not Employed) indicated that supplemental employment data has been entered for this client.</p>
Supp 3	<p>A blank in this column indicates that supplemental employment data has not been entered for this client for the third quarter after exit.</p> <p>A value of "1" (Employed) or "2" (Not Employed) indicated that supplemental employment data has been entered for this client.</p>

Local Base Wage and Supplemental Data Process

Friday, April 27, 2001



EJSD

The Enter Job Training Partnership Act (JTPA) Supplemental Data (EJSD) is a program used to capture employment status and credential attainment information for JTPA clients. The state will use the data from the EJSD in calculating the Workforce Investment Act (WIA) performance outcomes for each subgrantee. The JTPA clients that are included in the WIA performance calculations are those clients that exited the JTPA program during the period of October 1, 1999, through June 30, 2000.

Purpose

This program will allow for entries verifying supplemental data by the JTPA application number. To determine if supplemental employment data is required, a PWIB report should be created. Those JTPA clients requiring supplemental employment data will be indicated by the application type of "J", and the words "NOT FOUND" will appear in either the "post-program quarter 1" or the "post-program quarter 3" columns. The degree or credential attainment status of all of these JTPA exiters also needs to be determined through the third quarter after their exit.

The DOL requirements pertaining to the collection and use of supplemental data are specified in TEGL 7-99, dated March 3, 2000.

EJSD Entry Screen

The user enters the application number. If a record exists, the record is displayed on the entry screen in the UPDATE mode. If no record is found, the program is put into the ADD mode. Proper user access levels must be met in order to allow updating, adding and deleting records. The program will enter the VIEW mode when a record is locked and/or the user does not have the proper access level to update. The mode will be displayed on the upper right corner of the entry screen.

EJSD Entry Screen

EJSD	Enter JTPA Supplemental Data	!!!!!!
App Num	!!!!!!!	Name <i>Display only</i> SSN 999-99-9999
Type of Degree Attained	!	
Date Degree/Cert	MM/DD/YYYY	
Supp Data Emp Qtr1	!	
Supp Data Emp Qtr3	!	

Line Item Instructions

<i>App Num</i>	Enter the JTPA application number of the client. The application number must be a valid JTPA application number. Entering a WIA or a Welfare-to-Work application number will result in the error message "No App Record Found".
<i>Name</i>	Display Only – JTPA Client Name
<i>SSN</i>	Display Only – JTPA Social Security Number
<i>Type of Degree Attained</i>	Enter the type of degree attained: 1 High School Diploma 2 Equivalency/ GED 3 AA or AS Diploma Degree 4 BA or BS Diploma or Degree 5 Occupational Skills License 6 Occupational Skills Certificate or Credential

Type of Degree Attained (continued)	<p>7 Other</p> <p>This is an optional field – If no degree was attained, select <Enter> to skip the date degree/certificate field.</p>
Date Degree/Cert	<p>Enter the date the degree or certificate was attained in the MM/DD/YY format. This field is mandatory if the type of degree attained field was completed.</p>
Supp Data Emp Qtr1 (This field applies only to those JTPA exiters that were not found in the Unemployment Insurance Base Wage File)	<p>Using a supplemental verification process, enter the employment status for the first quarter after exit.</p> <p>1 Employed – This participant was found to be employed in the first quarter after exit.</p> <p>2 Not Employed – This participant was not found to be employed in the first quarter after exit.</p> <p>3 Not Applicable</p> <p>This is an optional field – select <Enter> to skip to the next supplemental data field.</p>
Supp Data Emp Qtr3 (This field applies only to those JTPA exiters that were not found in the Unemployment Insurance Base Wage File)	<p>Using a supplemental verification process, enter the employment status for the third quarter after exit.</p> <p>1 Employed – This participant was found to be employed in the first quarter after exit.</p> <p>2 Not Employed – This participant was not found to be employed in the first quarter after exit.</p> <p>3 Not Applicable</p> <p>This is an optional field.</p>

After entering all required fields, press the **<F5>** or **<File>** key.

WORKFORCE INVESTMENT ACT

JTPA Supplemental Data for WIA Performance

Subgrantee Name
01 JTPA Application Number
Social Security Number

Last Name		First Name		Middle	
02 Type of Degree Attained 1 High School Diploma 2 Equivalency/GED 3 AA or AS Diploma Degree 4 BA or BS Diploma or Degree				03 Date Degree or Certificate Attained 	
04 Supplemental Data Verified Employment Status First Quarter after Exit 1 Employed 2 Not Employed 3 Not Applicable			05 Supplemental Data Verified Employment Status Third Quarter after Exit 1 Employed 2 Not Employed 3 Not Applicable		
Staff Signature			Date		

WIA EJSD (02/01)